

Membership Balance Plan

Secretary of the Navy Advisory Panel

Agency: Department of Defense

- 1. Authority:** The Secretary of Defense, pursuant to the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (Agency Authority), established the Secretary of the Navy Advisory Panel (hereafter referred to as “the Panel”).
- 2. Mission/Function:** The Panel, under the provisions of the FACA, shall provide the Secretary of Defense, through the Secretary of the Navy, independent advice and recommendations on critical matters concerning the Department of the Navy. The Panel’s focus will include the Navy energy program, the shipbuilding defense industrial base, Asia/Pacific engagement, intelligence organization, and related maritime issues.
- 3. Points of View:**

The Panel shall be composed of no more than 15 members. The Department of Defense, in selecting individual members for this advisory committee, looks for individuals with extensive professional experience in the fields of geo-political policy, national security policy, maritime policy, national and international energy policy, intelligence, science, engineering, or business and industry. The Department of Defense has found that viewing the complex issues facing the Department of the Navy through a multidiscipline advisory committee provides the Department and, more importantly the American public, with a broader understanding on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before him or her, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Panel Members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employees. Panel members shall be appointed on an annual basis by the Secretary of Defense.

- 4. Other Balance Factors:** Candidates for appointment come from academia, the private sector, former senior government employees, or senior military officers. Individual appointments are based on the subject matter being reviewed by the Board and a review of the individuals’ experiences and knowledge of various defense issues, to include, but not limited to national security policy, defense intelligence, and geopolitical matters.
- 5. Candidate Identification Process:**

The Department of Defense, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive backgrounds in the areas of primary interest to the Panel. Potential candidates are identified by the professional staff of the Office of the Secretary of the Navy and, in some instances, based upon discussions with other professionals in the Department of the Navy.

Membership Balance Plan

Secretary of the Navy Advisory Panel

Once potential candidates are identified, the Secretary of the Navy reviews the credentials of each individual and narrows the list of candidates. During his or her review, the Secretary of the Navy strives to achieve a balance between the professional credentials of the individuals and the near-term subject matters that the Secretary of the Navy anticipates will be reviewed by the advisory committee.

After the Secretary of the Navy has narrowed the list of candidates and before formal nomination to the Secretary of Defense, the list of potential candidates undergoes a review by the Department of Defense Office of General Counsel (DoD OGC) and the Office of the Advisory Committee Management Officer to ensure compliance with federal and DoD governance requirements; for example, compliance with the advisory committee's charter and membership balance plan. Following this review, the Secretary of the Navy formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense and the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the Department of Defense.

Following the Secretary of Defense's approval, the approved candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

- 6. Subcommittee Balance:** Upon DoD approval, the Panel is authorized to establish subcommittees, as necessary and consistent with its mission. Currently, the Panel has two subcommittees: the Asia/Pacific Engagement Subcommittee, and the Energy Subcommittee. As required by the Panel's charter, these subcommittees operate under the provisions of the Federal Advisory Committee Act of 1972, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and DoD policy.

Subcommittee members are selected by the Secretary of the Navy and approved by the Secretary of Defense based upon their professional experience and knowledge of the matters under consideration by the subcommittee.

- 7. Other:** The Department of Defense adheres to the rules and regulations issued by the Office of Government Ethics and the administration's prohibition against registered federal lobbyists.

- 8. Prepared: December 6, 2011**